

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

**English as a
Second Language
Immigrant Narrative
Project**
Grant Application

Fall 2005

**Missouri Five-Year State Plan
For the Use of Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA ENGLISH AS A SECOND LANGUAGE IMMIGRANT NARRATIVE
PROJECT

Information & Guidelines
Fall 2005

Grant Program Description

This program gives Missouri libraries the opportunity to serve their limited English proficient (LEP) immigrant patrons through a project to help them practice English while communicating their experiences as immigrants and comparing their own experiences to those of other immigrants.

Native English-speaking volunteers meet regularly with up to three immigrants each who are non-native English speakers to practice English in a safe, friendly environment; to build supportive contacts with native born people; to discover commonalities of immigrant experiences in the USA; and to preserve in written English some facets of their own immigrant experiences. **School and academic libraries please note: These sessions are not formal classes.**

Libraries will collect and print narratives (with permission of the writers), and distribute or preserve them in some appropriate manner. Public presentation of all or some of the narratives at the end of the project is encouraged but not required.

This program has an English language focus since both speaking and writing in English will be the intense activities of the project. It also has community building implications, and connects with traditional library activities including local history, genealogy, adult education, and giving access to diverse human experiences in written form. If word processing is used in creating the narratives, it also has literacy and technology implications.

Basic Project Elements for All Applicants

Desired Outcomes:

- Low English proficient (LEP) participants will improve their spoken and written English language skills.
- Participants will build supportive contacts with native-born people.
- Participants will discover commonalities of immigrant experiences in the U.S.

Project Activities and Methods:

- Libraries will recruit low English proficient (LEP) immigrants to participate in this project.
- Libraries will recruit and train native English-speaking volunteers. Each will be paired with up to three LEP immigrants to practice English and create written English

documents about the participants' experiences in coming to this country or living here as immigrants.

- With the help of their English-speaking volunteer partners, immigrant individuals will read and discuss extant immigrant narratives written in English.
- With the help of their English-speaking volunteer partners, immigrant individuals will discuss in English their own experiences as immigrants.
- With the help of their English-speaking volunteer partners, immigrant individuals will write and edit their stories of immigrating to and living in the U.S., in English.
- Others, as appropriate, desired, and justified.

Project Outputs:

- Immigrant experiences will be communicated, shared among partners, and made available to others in the library context.
- LEP participants will preserve in written English some facets of their own immigrant experiences. These stories will be written in English sufficiently standard for others to understand it.
- Libraries will print, preserve, and distribute these narratives in an appropriate manner (with permission of participants).
- Libraries and project participants will present in an appropriate public format all or some of the project narratives (optional).

Grant Priorities and Considerations

- There should be a demonstrable need within the library's community.
- A regular meeting place (preferably, but not necessarily, the library) is required.
- The partners must meet on a regular schedule, preferably weekly, although all participants in the project do not have to meet at the same time.
- English-speaking partners must be present and active on a regular basis.
- At least one training session for the English-speaking volunteers is needed.
- As applicable, instructional programs, community groups, and service agencies working with the target population should be informed about the immigrant narratives project.
- The program must be nondiscriminatory.
- Optionally, childcare or a concurrent children's English literacy activity may be offered in connection with the grant project; the grant will provide partial support for an optional children's activity occurring while partners meet.
- The grant amount for the children's activity may not comprise more than 25% of the grant award excluding the amount for a laptop computer if requested.
- If justified, the grant may pay for one laptop computer to be used in the reading and writing part of this grant project.

Applicant Eligibility

All Missouri libraries meeting one or more of the enclosed "Definitions" of libraries from the Missouri Five-Year Plan are eligible.

Funds Available

A library may request up to \$8,000 per branch (institutional subdivision), plus the cost of a laptop computer if it is requested.

Local Matching Funds

No local matching funds are required. However, LSTA funds may not be used for materials purchased for the library's collection or for software; if these items are purchased local money must be used.

Allowable and Unallowable Costs

Eligible expenses include, but are not limited to:

- Part-time project coordinator for the program, and child care workers.
- Part-time coordinator may also coordinate the childcare/children's activity if one is offered.
- Reasonable training costs for volunteers and training materials.
- Supplies and consumable English language materials.
- Materials for the program itself. Please note: LSTA funds may not be used for materials that may become part of the library collection, although LSTA funds may purchase workshop materials and other eligible activity supplies. Questions? Please ask.
- Publicity, including translation, mailing, and printing costs.
- If justified, one laptop computer (minimum specifications: Pentium 4 processor, 256 MBSDRAM, 30 GB hard drive, CD-rom drive) to be used in the reading and writing part of this grant project. Separate software is not covered by the grant, although software that comes "bundled" with the laptop is acceptable.

If the library chooses to offer childcare or a concurrent children's activity, the grant will also pay for:

- Supplies, consumable materials, and other activity expenses for a concurrent children's activity or childcare.
- Coordination of the children's activity may fall within the job description for the part-time coordinator. The children's activity may be staffed by library staff, volunteers, or paid part-time workers. The grant will subsidize paid childcare workers for the hours in which the groups are meeting.
- Total request for childcare may not exceed ¼ of the total grant, excluding the cost of a laptop computer.

Ineligible expenses include, but are not limited to:

- Transportation or field trips.
- Existing staff costs within the regular workweek.
- Collection acquisitions.
- Vehicles, furniture, or payment to participants.
- Indirect costs or administrative overhead.

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone

bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

Grant Review Process and Application Deadline

- Eligible applications are reviewed and evaluated by the State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes the final decision.
- To be eligible for review, grant applications must be received at the State Library **postmarked by October 4, 2005 or hand delivered by October 5, 2005**. Only completed application forms from eligible institutions will be reviewed.
- Grant funds may be encumbered or expended only after the grant agreement is fully executed and signed by the grantee, the State Librarian, and the Deputy Secretary of State.

Grant Period

The grant period for this project is **January 1, 2006 through December 31, 2006**. The local timeframe may be less than 12 months but must fall within this period.

Reporting Requirements

Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report. A copy of the narratives produced as part of the project should be attached to the final report.

Grant Monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls. Onsite visits always emphasize the opportunity the visit provides for the sub grantee to show first hand the project's positive outcomes to share successes.

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until

completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Where and how do I apply?

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

For questions about ESOL or the Immigrant Narrative Project, please contact Marge Kudrna, Missouri State Library, telephone (573) 522-9564, 800-325-0131 ext. 17, or e-mail marge.kudrna@sos.mo.gov.

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

MISSOURI STATE LIBRARY
LSTA ENGLISH AS A SECOND LANGUAGE IMMIGRANT NARRATIVE
PROJECT

Application Instructions
Fall 2005

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Parts II, III, and IV All narrative material is to be typed, single-sided, double-spaced on plain sheets, with the library's name at the top of each sheet. Attach as instructed below.
- Signatures in blue ink must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I – Application Form

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Tax I.D. #* — Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is also your Missouri Vendor ID number. This is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address.
- *Project Title*: Give a brief title for your project.
- *Total population of library's legal service area or patron base, as applicable.* —Public libraries should use the latest available census figures, and give the population of the legal service area for all participating agencies. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu/index.shtml>.

- *Estimated number of persons to be served by this project*—Give a realistic estimate, based on your project research and planning process, of how many targeted people you will expect to participate in the project.
- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Parts II, III and IV.

Part II - Program Narrative

Parts II, III, and IV are the most important parts of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers, by application section —e.g. "Part IV, Budget Narrative, p. 1." Attach/insert narrative materials as instructed in Part V. Paperclip the completed application. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of completed application. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III - Evaluation

- Describe how your library will decide, i.e. what standard(s) you will use, to determine if and to what extent this project has met each of the desired outcomes listed above. What evaluative methods and/or tools will you use to measure them? This is extremely important in planning your project. Please call if you have questions.
- Note: You will be asked to include copies of the collected narratives in your final report.

Part IV - Budget Worksheet and Budget Narrative

- Using the enclosed budget worksheet, include a line-item project budget. Round all figures to the nearest whole dollar. Check your math! The addition of local funds is not required; however, if local funds will be added to the project, list them on the first page of the application in the space provided.
- Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet, including any use of local funds. Computers must meet or exceed the minimum specifications listed in the application form. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours that staff will work. *Provide explanations for both federal and local funds.*
- **The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA Funds Requested line in PART I.**

Part V- Certification and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President or other authorized official — Signatures must be executed **in blue ink**. This individual must have the authority to sign legally binding agreements. A signature and date on these lines indicate that the library board or governing body understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

**MISSOURI STATE LIBRARY
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PROJECT
APPLICATION FORM
Fall 2005**

Project # _____

PART I – YOU MUST USE THIS SHEET AS PAGE ONE OF YOUR APPLICATION.

Please type.

Name of library: _____	Tax I.D. # _____
Address: _____	
City: _____	County: _____ Zip code: _____
Phone: _____	Fax: _____
Library director: _____	
Project director (contact person): _____	
E-mail address (contact person): _____	
Project Title: _____	
Total population of library's legal service area/patron base: _____	
Estimated number of persons to be served by this project: _____	
Library's current tax rate (public libraries only):	\$ _____
Library's current operating budget:	\$ _____
LSTA funds requested:	\$ _____
Local funds to be used (optional):	\$ _____

Project description (do not exceed this space):

Part II – Program Narrative

On additional sheets, briefly answer the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

1. Organize and describe (as needed) your proposed project activities, within a project timeline. Here is where you will describe and explain any project activities not listed above, and describe and explain details of the project, such as where, when and how volunteers will meet with LEP participants.
2. Describe your community's need for this ESOL Immigrant Narratives project.
3. How did you determine your community's need for this project?
4. How will your library recruit English speaking volunteers?
5. How will your library train English speaking volunteers?
6. How will your library recruit low English proficient (LEP) immigrant adults to participate in this project?
7. What space can your library provide?
8. What materials and/or sources do you plan to provide to help and enable project participants to read and discuss other immigrant narratives?
9. Are you applying for a laptop computer to use with this project? If yes, please explain the need. (Note: minimum specifications: Pentium 4 processor, 256 MBSDRAM, 30 GB hard drive, CD-rom drive)
10. What other resources will you provide as immigrant individuals tell, write, and edit their personal immigrant narratives?
11. How will the library print, preserve, and distribute/present these narratives and why will this be appropriate to the project?
12. Are you applying for a concurrent children's activity/ childcare? If yes, please describe.

Part III – Evaluation

Describe how your library will decide, i.e. what standard(s) you will use, to determine if and to what extent this project has met each of the desired outcomes listed above. What evaluative methods and/or tools will you use to measure them? See **Basic Project Elements for All Applicants**, page 3, for examples.

Part IV - Budget Worksheet and Narrative

Use the budget worksheet below; include a line-item budget, extend table cells as needed to include all item information. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits			\$	\$
Travel			\$	\$
Supplies			\$	\$
Equipment			\$	\$
Contractual			\$	\$
Total Project Costs			\$	\$

Budget Narrative

The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet. Show that these expenditures are clearly related to your project. Computers must meet or exceed the minimum specifications listed on the Missouri State Library Grants Web page. If requesting funds for equipment, include the specifications and unit price of each piece. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours that staff will work. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.

Part V - Certification and Signatures

ATTENTION: You must use Part I–Cover Page, Part IV–Budget Worksheet, and Part V–Certifications and Signatures for your application! Part II–Program Narrative, Part III–Evaluation, and Part IV–Budget Narrative should be submitted on white paper, single-sided, double-spaced. Please number the narrative pages of Part II, Part III, and Part IV. Part V must be the last page of your application.

Signatures of both the Library Director and the Library Board President or other authorizing official are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Typed name of Library Director

Typed name of Library Board President or other
Authorized Official

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Application deadline: October 4, 2005 (postmarked); October 5, 2005 (hand delivered)

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

